

# UNDERHILL PLANNING COMMISSION

Thursday, June 28, 2018 @ 6:00 PM

## Minutes

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### Attendance

#### **Planning Commissioners:**

Commissioner Carolyn Gregson, Chair  
Commissioner Johnathan Drew, Vice Chair  
Commissioner David Edson  
Commissioner Patrick Lamphere  
Commissioner Cynthia Seybolt

#### **Staff/Municipal Representatives:**

Andrew Strniste, Planning Director

#### **Others Present:**

None

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[5:55] Some members of the Planning Commission convened at Underhill Town Hall at 5:55 pm. A quorum was not established under 6:30 PM.

[6:30] Chair C. Gregson called the meeting to order.

[6:31] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

### AGENDA ITEM: ACTION ITEMS UPDATES

[6:31] Staff Member Strniste provided an update pertaining to the action item list that is enumerated in previous set of minutes.

### AGENDA ITEM: UPDATES RE: ENERGY PLAN AMENDMENTS

[6:33] Commissioner Drew opined that the recommendations provided by the Chittenden County Regional Planning Commission (CCRPC) should be approved by the Town. He and Staff Member Strniste then provided an overview of his discussion with members of the Energy Commission. Staff Member Strniste will find out if the Selectboard can approve changes to the Town Plan or if the voters need to approve the amendments. Emily from CCRPC will be attending the July 12, 2018 Planning Commission meeting to answer questions about the recommendations. Commissioner Drew advised that the adoption of the amendments may provide the only amount of leverage the Town will get in regards to the siting of renewable energy. A discussion ensued about the inclusion of solar power panels on residential houses. Staff Member Strniste advised that Commissioners Drew and Van Winkle would meet again with those members of the energy committee on July 9, 2018 to discuss the proposed amendments to the context of the Town Plan.

### AGENDA ITEM: DISCUSSION ABOUT 2020 TOWN PLAN

[6:51] Staff Member Strniste advised that the Planning Commission will want to focus on finding measurable goals for the new plan. In addition, he advised the Commission should look at the various chapters in the Town Plan and determine if there are natural groupings of topics. Commissioner Drew advised that the Commission will need to be prepared for the public forums. Staff Member Strniste informed the Commission that he wished to conduct a survey prior to each public forum. Commissioner Seybolt recommended inquiring with Michael Oman about the results he got from his survey. Staff Member Strniste recommended having four forums on

specific topics in addition to another forum that was more general in nature. Commissioner Lamphere opined that the general forum would be a great idea as it may illustrate where the interest is.

[7:01] Staff Member Strniste informed the Commission that they should review the implementation plan (in the Town Plan) to determine what has been completed. Commissioner Seybolt advised that the Commission should explore other venues besides the Town Hall. Staff Member Strniste suggested that the forum do not have to be held at specific public venues. He then advised that the Commission should begin to compile a list of survey questions.

**AGENDA ITEM: OLD/OTHER BUSINESS – UPDATES FROM THE ZONING ADMINISTRATOR**

[7:06] Staff Member Strniste provided an overview of some the issues that emerged during his review of recent permits.

**AGENDA ITEM: OLD/OTHER BUSINESS – UPDATES FROM FOCUS GROUP**

[7:19] Commissioner Drew advised that there was no new information gathered from the various Commissions, Committees and Boards. Staff Member Strniste recommended that the Regulations Focus Group begin reviewing the use chart; however, all members should review the use chart, as that may help with the review of the Town Plan. The Town Plan Focus Group hopes to convene soon.

**AGENDA ITEM: APPROVE MINUTES FROM PREVIOUS MINUTES**

[7:25] Chair C. Gregson asked for a **motion to approve the minutes of June 14, 2018**. Commissioner Lamphere made a motion to approve the minutes of June 14, 2018, which was seconded by Commissioner Seybolt. The motion was **approved unanimously**.

[7:26] Most members attending the evening's meeting will be attending the July 12, 2018 meeting.

[7:36] Chair C. Gregson asked for a **motion to adjourn**. Commissioner Lamphere made a motion to adjourn. The motion was seconded by Commissioner Seybolt and was approved unanimously.

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Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the June 28, 2018 meeting were accepted this 31 day of January, 2018.

  
Carolyn Gregson, Planning Commission Chair

**New Action Items**

- ☐ Staff Member Strniste: Amendments to the Town Plan needing Selectboard approval or voter approval.
- ☐ Staff Member Strniste: Send energy website link from CCRPC to Commission.
- ☐ Commission: Review the implementation plan (in the Town Plan) determine what has been completed.

- ☐ Commission: Think of different venues for public forums.
- ☐ Commission: Think of questions for the surveys.
- ☐ Commission: Reexamine the Regulation's use chart.
- ☐ Commission: Look at the various chapters in the Town Plan and determine if there are natural groupings of topics.

#### **Old, Incomplete Action Items**

- ☐ Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- ☐ Commission: Review Energy portion of the Town Plan and energy implementation portion of the Town plan.
- ☐ Commission: Review memorandum from Transportation Board
- ☐ Commission: Begin thinking about Town Plan Update strategies
- ☐ Staff Member Strniste: Contact Conservation Commission
- ☐ Staff Member Strniste: For Zoning Administrator updates, provide suggestions on how to improve processes.

#### **Completed Action Items**

- ☒ Staff Member Strniste: Add slides to PowerPoint.
- ☒ Commissioner Drew: Post on Front Porch Forum on Friday, June 15, 2018.
- ☒ Commissioner Seybolt: Post on Front Porch Forum on Monday, June 18, 2018.